

ASSISTANT AIRPORT MANAGER

DEFINITION:

Under general direction, to assist an Airport Manager in the operation and maintenance of county-operated airports; and to perform related administrative duties.

DISTINGUISHING CHARACTERISTICS:

This is a professional class whose primary objective is to assist management in the day-to-day operation and maintenance of county-operated airports. This class is distinguished from the next higher class, Airport Manager, in that the latter has full responsibility for the operation and maintenance of an airport(s).

EXAMPLES OF DUTIES:

Responsible for conducting inspections and directing appropriate action in order to maintain the safety standards directed by the Federal Aviation Administration for the Airport Master Record; responsible for reporting changes in the Airport Master Record to the FAA; responsible for the airport's equipment maintenance program (which involves keeping trucks, cars, tractors, paint sprayer, pumps, sweeper, mowers, emergency generator in good and safe operating condition); inspects airfield daily to identify maintenance needs, safety hazards and to implement corrective procedures; schedules and monitors work of contractors, other county personnel, and airport maintenance staff; coordinates construction projects with the FAA Air Traffic Control Tower Manager; enforces County, FAA and State rules and regulations affecting airports; supervises operation of transient aircraft ramp and directs compliance with Schedule of Rates and Charges established by the Board of Supervisors for tiedown fees; prepares Notices to Airmen (NOTAMS), special reports, accident reports and airfield surveys as required; maintains liaison with airport tenants and monitors lease provisions; renders assistance as required to protect lives and property; performs field checks for missing aircraft; monitors security guard operations and contracts; implements and manages a Part 107 Airport Security Program; responsible for managing a noise abatement program and for resolving noise complaints; analyzes emergency situations and determines appropriate action; sets up computer information systems; supervises assigned personnel; conducts public relations activities to promote aviation; and assumes management of an airport in the absence of an Airport Manager.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Federal, State, and local rules and regulations governing the operation, maintenance and public use of an airport.
- Applicable Federal Aviation Regulations (FARs) and Advisory Circulars (AC's).
- State Airport permit guidelines including Airport Master Record Safety Standards and inspection process.
- Aviation rules, regulations, and safety practices.
- Maintenance requirements of several landing systems, approach lighting aids, runway and taxiway markings and lighting.
- Personnel management and supervisory techniques.
- Radio and ground communication systems.
- Public relations and public speaking.

Skills and Abilities to:

- Communicate effectively with subordinates, superiors, and the public.
- Identify potential and/or actual problem areas related to safety and noise abatement.
- Analyze and deal with emergency situations calmly and effectively.
- Schedule, assign, and review the work of others.
- Read, understand, and execute or interpret Airport Master Records, grant agreements, Federal aviation regulations, Advisory Circulars, Schedule of Rates and Charges, Administrative Code, and the San Diego County Code of Regulatory Ordinances as it relates to County Airports.
- Conduct effective public relations, handle complaints and resolve problems.
- Plan, coordinate, and implement programs related to airport operations or maintenance.

EDUCATION/EXPERIENCE:

Education, training, and experience which would demonstrate possession of the knowledge, skills and abilities stated above. An example of qualifying experience is: Three (3) years of increasingly responsible experience in airport operations and management.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**License:**

A valid California Class C driver's license or the ability to arrange transportation for field travel is required at time of appointment and must be maintained throughout employment. Employees in this class may be required to use their personal vehicle.